850 Purchase Order

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Transaction Set (850) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information.

Notes:

1. The term "award instrument" used in this convention includes, but is not limited to, the following terms: Agreement, Blanket Purchase Agreement, Contract, Basic Agreement, Basic Ordering Agreement, Grant, Indefinite Delivery Indefinite Quantity Contract, Purchase Order, Indefinite Delivery Definite Quantity Contract, Requirements Contract, Letter Contract, Task Order, Lease, Release, Call, and Delivery Order.

2. This transaction set is used to issue an original award instrument. If buyer initiated changes need to be made to an award instrument, use the Purchase Order Change Request - Buyer Initiated, 860 transaction set. Seller requested changes are initiated using the Purchasing Order Change Acknowledgment/Request - Seller Initiated, 865 transaction set.

3. This transaction set makes use of code lists contained in the Federal EDI Coding Manual which is available from the National Institute of Standards and technology (NIST) at URL http://snad.ncsl.nist.gov/fededi/

Heading:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
3	010	ST	Transaction Set Header	M	1		
4	020	BEG	Beginning Segment for Purchase Order	M	1		
6	150	DTM	Date/Time Reference	O	10		
7	190	PID	Product/Item Description	O	2		
8	210	PWK	Paperwork	O	25		
			LOOP ID - AMT			>1	
10	287	AMT	Monetary Amount	O	1		
11	289	REF	Reference Identification	O	>1		
			LOOP ID - FA1			>1	
12	293	FA1	Type of Financial Accounting Data	O	1		
13	294	FA2	Accounting Data	M	>1		
			LOOP ID - N9			1000	
15	295	N9	Reference Identification	O	1		
17	297	DTM	Date/Time Reference	O	>1		
18	300	MSG	Message Text	O	1000		
			LOOP ID - N1			200	
19	310	N1	Name	O	1		
22	320	N2	Additional Name Information	O	2		
23	330	N3	Address Information	O	2		
24	340	N4	Geographic Location	O	>1		
25	350	REF	Reference Identification	O	12		

26	360	PER	Administrative Communications Contact	O		>1	
			LOOP ID - LM				>1
28	430	LM	Code Source Information	O	1		
29	440	LQ	Industry Code	M	>1		

Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - PO1			100000	
30	010	PO1	Baseline Item Data	M	1		n1
31	210	DTM	Date/Time Reference	O	10		

Summary:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - CTT			1	
32	010	CTT	Transaction Totals	O	1		n2
33	020	AMT	Monetary Amount	O	1		n3
34	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. PO102 is required.
2. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
3. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

Segment:	**ST** **Transaction Set Header**
Position:	010
Loop:	
Level:	Heading:
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the start of a transaction set and to assign a control number
Syntax Notes:	
Semantic Notes:	1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	ST01	143	**Transaction Set Identifier Code**	**M**	**ID 3/3**
			Code uniquely identifying a Transaction Set		
			850 Purchase Order		
Must Use	ST02	329	**Transaction Set Control Number**	**M**	**AN 4/9**
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		
			This unique control number is assigned by the originator of the transaction set or by the originator's application program. This number is carried in SE02.		

Segment:	**BEG** Beginning Segment for Purchase Order	
Position:	020	
Loop:		
Level:	Heading:	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates	
Syntax Notes:		
Semantic Notes:	**1** BEG05 is the date assigned by the purchaser to purchase order.	
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	BEG01	353	**Transaction Set Purpose Code**	**M ID 2/2**

Code identifying purpose of transaction set

Use to identify the purpose of the transaction set.

00	Original	

Use to indicate an original award instrument. When this code is used, changes to the award instrument can be only made with a Purchase Order Change Request - Buyer Initiated, 860 transaction set.

07	Duplicate	

Use to indicate a re-transmission of an original 850 transaction set.

24	Draft	

Use to indicate a draft award instrument (850 transaction set) is being sent to the selling party.

Must Use	BEG02	92	**Purchase Order Type Code**	**M ID 2/2**

Code specifying the type of Purchase Order

Use to identify the type of award instrument represented by this transaction set.

KG	Grant	

Must Use	BEG03	324	**Purchase Order Number**	**M AN 1/22**

Identifying number for Purchase Order assigned by the orderer/purchaser

Enter the purchase order number, contract number (including Federal Supply Schedules, General Services Administration (GSA) Schedules and all other basic contracts), Blanket Purchase Agreement (BPA) number, Grant, Lease or Agreement number. This is always the Procurement Instrument Identification Number (PIIN) for the Department of Defense (DOD) or the equivalent expression for Civilian Agencies. This is never the number of a delivery order, call or release against a basic award instrument. That number is carried in BEG04. This number shall be transmitted without dashes.

	BEG04	328	**Release Number**	**O AN 1/30**

Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction

Enter the number of a release, call or delivery order against a basic award instrument. This is always the Supplemental Procurement Instrument Identification Number (SPIIN) for DOD or the equivalent expression for Civilian Agencies. This number shall be transmitted without dashes.

Must Use	BEG05	373	**Date**	**M DT 8/8**

Date expressed as CCYYMMDD

1. Enter the effective date of the award instrument. If both BEG03 and BEG04 contain a number, enter the date of the delivery order, call or release identified in BEG04. If BEG04 does not contain a number, enter the date of the award instrument identified in BEG03.

			2. If the signature date is different from the effective date, the signature date may be specified in 1/DTM/150, citing code 467 in DTM01.		
	BEG06	**367**	**Contract Number**	**O**	**AN 1/30**
			Contract number		
			Use to identify the Small Business Administration (SBA) contract number for an 8a set-aside. The SBA office issuing this contract is cited in the 1/N1/310 segment by use of code 9O in N101.		
R	**BEG09**	**1166**	**Contract Type Code**	**O**	**ID 2/2**
			Code identifying a contract type		
			Use to identify the type of pricing arrangement applicable to the award instrument. If there are line items that have a different pricing arrangement, identify the predominant pricing arrangement, based on dollar value, in this data element and specify the line item pricing arrangement in the 2/CN1/025 segment of the 2/PO1/010 loop applicable to that line item. Both BEG09 and the 2/CN1/025 segment may be used in this transaction set.		
			CH Cost Sharing		
			CS Cost		
R	**BEG10**	**1232**	**Purchase Category**	**O**	**ID 2/2**
			Code identifying the broad category of products or services being acquired		
			Use to identify the category of this award instrument.		
			RD Research and Development		
			Use also includes traineeships and fellowships.		

	Segment:	**DTM** Date/Time Reference
	Position:	150
	Loop:	
	Level:	Heading:
	Usage:	Optional
	Max Use:	10
	Purpose:	To specify pertinent dates and times
	Syntax Notes:	1 At least one of DTM02 DTM03 or DTM05 is required.
		2 If DTM04 is present, then DTM03 is required.
		3 If either DTM05 or DTM06 is present, then the other is required.
	Semantic Notes:	
	Comments:	
	Notes:	Use this segment to identify dates that apply to the award instrument. Use the 2/DTM/210 segment for delivery and other dates that apply to the line items.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	**DTM01**	**374**	**Date/Time Qualifier**	**M**	**ID 3/3**
			Code specifying type of date or time, or both date and time		
			007 Effective		
			Use to indicate the effective date for an award instrument.		
			093 Contract Expiration		
			Use to indicate the expiration date for an award instrument.		
			467 Signature		
			Date on which the accompanying signature was received		
			Use to indicate the date that the award instrument was signed if different from the effective date specified in BEG05.		
	DTM02	**373**	**Date**	**X**	**DT 8/8**
			Date expressed as CCYYMMDD		
	DTM05	**1250**	**Date Time Period Format Qualifier**	**X**	**ID 2/3**
			Code indicating the date format, time format, or date and time format		
			RD8 Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD		
			A range of dates expressed in the format CCYYMMDD-CCYYMMDD where CCYY is the numerical expression of the century CC and year YY, MM is the numerical expression of the month within the year, and DD is the numerical expression of the day within the year; the first occurrence of CCYYMMDD is the beginning date and the second occurrence is the ending date		
	DTM06	**1251**	**Date Time Period**	**X**	**AN 1/35**
			Expression of a date, a time, or range of dates, times or dates and times		

Segment:	**PID** Product/Item Description		
Position:	190		
Loop:			
Level:	Heading:		
Usage:	Optional		
Max Use:	2		
Purpose:	To describe a product or process in coded or free-form format		
Syntax Notes:	1	If PID04 is present, then PID03 is required.	
	2	At least one of PID04 or PID05 is required.	
	3	If PID07 is present, then PID03 is required.	
	4	If PID08 is present, then PID04 is required.	
	5	If PID09 is present, then PID05 is required.	
Semantic Notes:	1	Use PID03 to indicate the organization that publishes the code list being referred to.	
	2	PID04 should be used for industry-specific product description codes.	
	3	PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.	
	4	PID09 is used to identify the language being used in PID05.	
Comments:	1	If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.	
	2	Use PID06 when necessary to refer to the product surface or layer being described in the segment.	
	3	PID07 specifies the individual code list of the agency specified in PID03.	
Notes:	Use this segment, no more than twice, to provide the title of a Grant.		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**PID01**	**349**	**Item Description Type**	**M**	**ID 1/1**
			Code indicating the format of a description		
			F Free-form		
	PID05	**352**	**Description**	**X**	**AN 1/80**
			A free-form description to clarify the related data elements and their content		

Segment:	**PWK** Paperwork	
Position:	210	
Loop:		
Level:	Heading:	
Usage:	Optional	
Max Use:	25	
Purpose:	To identify the type or transmission or both of paperwork or supporting information	
Syntax Notes:	1	If either PWK05 or PWK06 is present, then the other is required.
Semantic Notes:		
Comments:	1	PWK05 and PWK06 may be used to identify the addressee by a code number.
	2	PWK07 may be used to indicate special information to be shown on the specified report.
	3	PWK08 may be used to indicate action pertaining to a report.
Notes:	1. Use this segment when the paperwork information applies to all of the line items.	
	2. Use this segment to identify paperwork required to pass between the buyer and seller and how that paperwork is to be transmitted.	

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use **PWK01**	755	**Report Type Code**	**M ID 2/2**

Code indicating the title or contents of a document, report or supporting item

Use to identify the type of paperwork that is being provided to or must be provided by the contractor.

35	Subcontractor Plan	
	Augmentation Awards for Science and Engineering Research Training (AASERT) Report	
BA	Budget	
	Used to indicate a Final Financial Status Report (SF 269A).	
EL	Eligibility	
	Used to indicate a Report of Inventions and Subcontracts (DD 882)	
KF	Support Documents	
	Used to indicate a Final Technical Report.	
PD	Proof of Delivery	
	Used to indicate Symposium Proceedings	
PM	Proof of Insurance	
	Experimental Program to Stimulate Competitive Research Report (EPSCOR).	
SP	Specification	
	Used to indicate a Final Equipment List/Performance Report.	
WP	Work Progress	
	Used to indicate a Performance/Technical Report.	

PWK02	756	**Report Transmission Code**	**O ID 1/2**

Code defining timing, transmission method or format by which reports are to be sent

BM	By Mail	
	Use to indicate transmittal via the United States Postal Service (USPS).	
EM	E-Mail	

PWK03	757	**Report Copies Needed**	**O N0 1/2**

The number of copies of a report that should be sent to the addressee

The number of copies is assumed to be 1 unless a greater number is specified

in this data element.

	PWK04	98	**Entity Identifier Code**	O	ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

Use in conjunction with the same values in 1/N1/310 to identify the recipient of the paperwork. If there is more than one recipient for the same paperwork item, use multiple repetitions of the PWK segment with the same report code in PWK01. Optionally, provide the address of the recipient in the 1/N1/310 segment and/or the recipient communications number in the 1/PER/360 segment.

7D	Contracting Officer Representative
	Used to indicate the Counsel Office.
7N	Party to Receive Proposal
	Used to identify a party to receive reports.
7P	Transportation Office
	Used to identify a party to receive reports.
BY	Buying Party (Purchaser)
	Used to indicate the Contracting Officer.
C4	Contract Administration Office
	Established at either a contractor facility or in a geographic area, and responsible for administering on behalf of the buying activities that assigned contracts for administration and all contracts awarded to either the specific contractor or all contractors in the geographic area
HMI	Material Safety Data Sheet (MSDS) Recipient
	Used to identify a party to various reports.
KF	Audit Office
	The office performing the audit
KG	Project Manager
	The address of the person responsible for the management of a designated project
	Used to indicate the party responsible for the project to include the advisor under a Grant.

	PWK07	352	**Description**	O	AN 1/80

A free-form description to clarify the related data elements and their content

1. Use only if necessary to provide additional information or instructions applicable to a specific paperwork item.

2. Use of free form text is discouraged if the information can be provided by some other means within the transaction set.

Must Use	PWK08	C002	**Actions Indicated**	O	

Actions to be performed on the piece of paperwork identified

Must Use	C00201	704	**Paperwork/Report Action Code**	M	ID 1/2

Code specifying how the paperwork or report that is identified in the PWK segment relates to the transaction set or to identify the action that is required

2	Report to be Filed
	Used with codes 35, BA, EL, KF, PD, PM, SP, or WP to indicate the specified paperwork is required to be provided by the contractor.

Segment:	**AMT** Monetary Amount
Position:	287
Loop:	AMT Optional
Level:	Heading:
Usage:	Optional
Max Use:	1
Purpose:	To indicate the total monetary amount
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	1. Use this segment to specify the total amount of obligated funds for each accounting classification cited in the 1/FA1/293 loop, or to specify amounts associated with incentive, award fee, fixed-fee, or cost sharing award instruments when the amounts apply to all of the line items. There must be an AMT segment transmitted , citing code KC in AMT01, for each accounting classification cited in the 1/FA1/293 loop of this award instrument.

2. The following table identifies how each code listed in AMT01, other than code KC, is to be used depending on the code cited in BEG09.

COST, FEE, AND PRICE EXPRESSION TABLE

BEG09 Code	AMT01 Code	AMT01 Code Use
CH	FQ	Contractor Firm Share
CH	FR	Estimated Government Share
CS	N/A	Use the 3/AMT/020 segment, code TT

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	AMT01	522	**Amount Qualifier Code**	**M ID 1/3**
			Code to qualify amount	

1. For the correct use of the following codes in various fee and profit arrangements by type of contract, see the table above.

FQ	Firm Contractor Share	
	Use, in conjunction with BEG09 code CH, as applicable.	
FR	Estimated Government Share	
	Use, in conjunction with BEG09 code CH, as applicable.	
KC	Obligated	
	An amount a party has an obligation to pay upon a successful performance by another party, (e.g., funds obligated on a contract)	
	Use when the FA1 loop carries line of accounting data. Cite any associated accounting code in the 1/REF/289 segment, e.g., code AX for the ACRN.	

	Ref. Des.	Data Element	Name	Attributes
Must Use	AMT02	782	**Monetary Amount**	**M R 1/18**
			Monetary amount	

	Segment:	**REF** Reference Identification
	Position:	289
	Loop:	AMT Optional
	Level:	Heading:
	Usage:	Optional
	Max Use:	>1
	Purpose:	To specify identifying information

Syntax Notes:	**1**	At least one of REF02 or REF03 is required.
	2	If either C04003 or C04004 is present, then the other is required.
	3	If either C04005 or C04006 is present, then the other is required.

Semantic Notes:	**1**	REF04 contains data relating to the value cited in REF02.

Comments:

Notes: Use this segment to identify a number or a code applicable to the financial accounting data cited in the following FA1 loop.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	**REF01**	**128**	**Reference Identification Qualifier**	**M**	**ID 2/3**
			Code qualifying the Reference Identification		
		AX	Government Accounting Class Reference Number (ACRN)		
	REF02	**127**	**Reference Identification**	**X**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment:	**FA1** Type of Financial Accounting Data
Position:	293
Loop:	FA1 Optional
Level:	Heading:
Usage:	Optional
Max Use:	1
Purpose:	To specify the organization controlling the content of the accounting citation, and the purpose associated with the accounting citation
Syntax Notes:	
Semantic Notes:	1 FA101 Identifies the organization controlling the assignment of financial accounting information.
	2 FA102 Identifies the purpose of the accounting allowance or charge information.
Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	FA101	559	**Agency Qualifier Code**	M ID 2/2

Code identifying the agency assigning the code values

DF	Department of Defense (DoD)
	Use to indicate that the Component originating the funds is a Department of Defense agency, including DLA.
DN	Department of the Navy
	Includes the United States Marine Corps.
DY	Department of Air Force
DZ	Department of Army

Segment:	**FA2** Accounting Data			
Position:	294			
Loop:	FA1 Optional			
Level:	Heading:			
Usage:	Mandatory			
Max Use:	>1			
Purpose:	To specify the detailed accounting data			
Syntax Notes:				
Semantic Notes:				
Comments:				
Notes:	Use this segment to identify the various components of the line of accounting and numbers associated with a line of accounting.			

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	FA201	1196	**Breakdown Structure Detail Code**	M ID 2/2

Codes identifying details relating to a reporting breakdown structure tree

18	Funds Appropriation	

Coding to track the source of funds (such as various government agencies)

Use to indicate the basic appropriation number (department code through appropriation limit). Example: 1717979818100400.

A1	Department Indicator
A2	Transfer from Department
A3	Fiscal Year Indicator
A4	Basic Symbol Number
A5	Sub-class
A6	Sub-Account Symbol
B2	Budget Sub-activity Number
B3	Budget Program Activity
C1	Program Element
D4	Component Sub-allocation Recipient
D6	Sub-allotment Recipient
F1	Object Class
J1	Document or Record Reference Number
L1	Accounting Installation Number

Use to indicate the Accountable Station Number. The Accountable Station Code is the Fiscal Station Number (FSN) of both the Army and the Office of the Secretary of Defense (OSD), the Authorization Accounting Activity (AAA) of the Navy, or the Accounting and Disbursing Station Number (ADSN) used by the Air Force. The Accountable Station Codes (TAC3) are published in the DoD 7000.14-R (Financial Management Regulation). Civilian Agencies will cite their equivalent organization code.

N1	Transaction Type
P2	International Balance of Payments (IBOP) Code

Use to indicate reference ACRN.

ZZ	Mutually Defined

Use to indicate the balance of the financial accounting data which should include the Accountable Station Number identified by the use of code L1 in another

iteration of this segment.

Must Use   **FA202**   **1195**   **Financial Information Code**   **M**   **AN 1/80**

Code representing financial accounting information

Segment:	**N9** Reference Identification		
Position:	295		
Loop:	N9 Optional		
Level:	Heading:		
Usage:	Optional		
Max Use:	1		
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier		
Syntax Notes:	1	At least one of N902 or N903 is required.	
	2	If N906 is present, then N905 is required.	
	3	If either C04003 or C04004 is present, then the other is required.	
	4	If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1	N906 reflects the time zone which the time reflects.	
	2	N907 contains data relating to the value cited in N902.	
Comments:			

Notes:

1. Use this loop to identify various references that are applicable to the entire award instrument.

2. When citing a clause in N902, the date of the clause MUST be cited in N904 and the title of the clause may be optionally cited in the following MSG segment.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	N901	128	**Reference Identification Qualifier**	**M ID 2/3**

Code qualifying the Reference Identification

2S	Catalog	

Use to indicate the Catalog of Federal Domestic Assistance. This is where additional information regarding the program funding source for a grant can be found.

5N	Citation of Statute

Use to indicate the legislative authorization under which this instrument, e.g., a grant, is awarded. Cite the legislative program title in N903.

73	Statement of Work (SOW)

Description of a product or service to be procured under a contract; statement of requirements

If a Statement of Work is part of the award, the 1/PWK/210 segment can be used to identify how it is being provided.

EC	Circular

Use to identify an Office of Management and Budget (OMB) circular number.

FA	Federal Acquisition Regulations (FAR)

Used to indicate ONR delegations.

K7	Paragraph Number

Use to indicate information for a contractor. Cite an applicable number in N902 and provide the information in the following MSG segment. The numbering system can be based on the uniform contract format, e.g., H-1 for special requirements or any other numbering system the originator desires.

KD	Special Instructions Number

Use to indicate a special instruction. Indicate the agency or purchasing activity issuing the special instruction in N903. If this special instruction number is not included in previously provided terms and conditions, provide the full text in the following MSG segment.

KS	Solicitation	

A discreet number assigned by the purchasing activity to differentiate between different solicitations

Use to indicate the solicitation number that resulted in this award instrument. If applicable, identify the last amendment number of the solicitation in N907.

NJ	Technical Document Number	

Used to indicate the Grantee Civilian Agency Activity Address Code (CAGE).
Grantee award management systems should not use this data. It is intended for internal ONR systems, and its use may be phased-out over time.

NL	Technical Order Number	

Used to indicate the EDI/EFT Vendor Number.
Grantee award management systems should not use this data. It is intended for internal ONR systems, and its use may be phased-out over time.

P4	Project Code	

Use to indicate the ONR proposal number applicable to this award instrument.

PR	Price Quote Number	

Use to indicate the contractor's quote, offer (proposal) number. Cite the original proposal date in 1/DTM/297 using code 102. Cite the revision date in 1/DTM/297 using code 171.

RQ	Purchase Requisition Number	

Use to indicate the Purchase Request (PR) number or the Purchase Request Order Number (PRON).

XY	Other Unlisted Type of Reference Number	

Use to indicate the Program Type of the award instrument.

N902	**127**	**Reference Identification**	**X**	**AN 1/30**

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

N903	**369**	**Free-form Description**	**X**	**AN 1/45**

Free-form descriptive text

1. When N901 is code KD, use to identify the organization issuing the clause cited in N902.

2. Use of free-form text is discouraged if the information can be provided by some other means within the transaction set.

N904	**373**	**Date**	**O**	**DT 8/8**

Date expressed as CCYYMMDD

1. Use to identify the issue date applicable to the reference cited in N901. For clauses that have a date expressed only as a month and year, the DD (day) portion of the date is always 01.

2. For additional dates applicable to the N901 reference, use the 1/DTM/297

	DTM Date/Time Reference
Segment:	**DTM** Date/Time Reference
Position:	297
Loop:	N9 Optional
Level:	Heading:
Usage:	Optional
Max Use:	>1
Purpose:	To specify pertinent dates and times
Syntax Notes:	1 At least one of DTM02 DTM03 or DTM05 is required.
	2 If DTM04 is present, then DTM03 is required.
	3 If either DTM05 or DTM06 is present, then the other is required.
Semantic Notes:	
Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	DTM01	374	**Date/Time Qualifier**	M ID 3/3

Code specifying type of date or time, or both date and time

007	Effective	

Use to indicate the effective date applicable to a reference cited in N901.

036	Expiration	

Date coverage expires

Use to indicate the expiration date applicable to a reference cited in N901.

102	Issue	

Use in conjunction with N901 code PR to indicate the contractor's original proposal date.

171	Revision	

Use, as many as required, in conjunction with N901 code PR to indicate the revision date of the contractor's proposal.

	Ref. Des.	Data Element	Name	Attributes
	DTM02	373	**Date**	X DT 8/8

Date expressed as CCYYMMDD

When N907-1 is code 8Z and DTM01 is code 102, the DD (day) portion of the date is always 01.

Segment:	**MSG** Message Text	
Position:	300	
Loop:	N9 Optional	
Level:	Heading:	
Usage:	Optional	
Max Use:	1000	
Purpose:	To provide a free-form format that allows the transmission of text information	
Syntax Notes:	1	If MSG03 is present, then MSG02 is required.
Semantic Notes:	1	MSG03 is the number of lines to advance before printing.
Comments:	1	MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
	2	If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

Notes:

1. Use this segment to carry the title or full text of any clause, a special instruction, or other information associated with the number cited in N902.

2. This segment is also used to carry clause fill-in information that is not provided elsewhere within the transaction set. Use of clause titles when providing fill-in information is recommended.

3. When providing fill-in information, the following format is recommended:

   a) In the first iteration of the segment, cite the clause title, followed by a pipe sign to indicate the end of the title information, then cite the number of fill-ins followed by a second pipe sign to indicate the end of the title segment.

   b) For each fill-in, begin a new MSG segment using the sequence in which the fill-ins appear within the clause. These MSG segments may each begin with a number indicating the fill-in's sequence position. End each fill-in with a pipe sign. If multiple iterations of MSG are required for a long fill-in, end only the last MSG segment of that fill-in with the pipe sign.

4. The purpose of the pipe sign (|) is to provide an indication to receiving applications that the data string related to a single entry has been completed.

   An example of a clause with 3 fill-ins follows:

   MSG*Commencement, Prosecution, and Completion of Work Alternate I|3|
   MSG*1. 30|
   MSG*2. 30 Sep 1995|
   MSG*3. 15 Jan 1995|

5. An example alternative format provides all fill-in information within the title MSG segment as follows:

   MSG*Commencement, Prosecution, and Completion of Work Alternate I|3|30|Sep 30, 1995|Jan 15, 1995|

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	MSG01	933	**Free-Form Message Text**	M	**AN 1/264**
			Free-form message text		

Segment:	**N1** Name	
Position:	310	
Loop:	N1 Optional (Must Use)	
Level:	Heading:	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To identify a party by type of organization, name, and code	
Syntax Notes:	1 At least one of N102 or N103 is required.	
	2 If either N103 or N104 is present, then the other is required.	
Semantic Notes:		
Comments:	1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.	
	2 N105 and N106 further define the type of entity in N101.	

Notes: 1. Use this loop to identify organizations or locations that apply to all the line items. Persons affiliated with organizations may be identified in the 1/PER/360 segment.

2. Use of N101, N103, and N104 is REQUIRED to identify organizations or locations. Names and addresses, in text, may be additionally provided using segments N2 through N4. Use of text is discouraged.

3. Two iterations of this segment are REQUIRED using codes BY and SE, and another four iterations of this segment are RECOMMENDED using codes PO, PR, KG and C4.

4. Important ONR note: ONR will convey all investigator (co- and principal) information in the 1/PER/360 segment associated with 1/N1/310 code SE loop. In the future, ONR will migrate to the use of 1/N1/310 code 9P loop.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	N101	98	**Entity Identifier Code**	M ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

61	Performed At	
	The facility where work was performed	
	Use to indicate additional places of performance, if applicable.	
7D	Contracting Officer Representative	
	Use to indicate the Counsel Office.	
7N	Party to Receive Proposal	
	Used to indicate a party to receive reports.	
7P	Transportation Office	
	Used to identify a party to receive reports.	
9P	Investigator	
	Use to indicate the principal Grant Investigator's organization if other than the selling party.	
BY	Buying Party (Purchaser)	
C4	Contract Administration Office	
	Established at either a contractor facility or in a geographic area, and responsible for administering on behalf of the buying activities that assigned contracts for administration and all contracts awarded to either the specific contractor or all contractors in the geographic area	
FA	Facility	
	Use to indicate the principal place of performance when	

			other than the address identified with code SE.		
		HMI	Material Safety Data Sheet (MSDS) Recipient		
			Used to identify a party to receive reports.		
		KF	Audit Office		
			The office performing the audit		
		KG	Project Manager		
			The address of the person responsible for the management of a designated project		
			Use to indicate the Government organization responsible for a project to include the advisor under a Grant.		
		KY	Technical Office		
			Use to indicate the technical office that has cognizance over the technical portion of the order, if different than the office originating the order. Do not use unless it is intended for the contractor to deal directly with the cited party.		
		PO	Party to Receive Invoice for Goods or Services		
			Use to indicate where the invoice should be sent.		
		PR	Payer		
			Use to indicate the paying office.		
		RI	Remit To		
			Use to indicate the place to send payment if it is different from the contractor's address, e.g., a bank, financial office location, etc.		
		SE	Selling Party		
			If the award is for a Section 8a contract, also use code 9O to identify the Small Business Administration (SBA).		
NR	N102	93	**Name** Free-form name	X	AN 1/60
Must Use	N103	66	**Identification Code Qualifier** Code designating the system/method of code structure used for Identification Code (67)	X	ID 1/2
			Important ONR note: Under rare circumstances, ONR may provide a dummy DUNS# (999999999) or DODAAC (N99999) in order to satisfy X12 requirements when an identification code is not available for the corresponding ONR entity.		
		1	D-U-N-S Number, Dun & Bradstreet		
			Use of the DUNS or DUNS+4 number is preferred over other codes to identify an entity.		
		9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix		
			Use of the DUNS or DUNS+4 number is preferred over other codes to identify an entity.		
		10	Department of Defense Activity Address Code (DODAAC)		
			Use to indicate a Department of Defense or Civilian Agency Activity Address Code. Use in conjunction with N101 code PR or C4. The DODACC code will be used until all paying and administrative offices uniformly support D-U-N-S Numbers as the primary method of identification.		
Must Use	N104	67	**Identification Code** Code identifying a party or other code	X	AN 2/80
			When N103 is code ZN, cite one of the following:		

a. A delivery zone designation, e.g., 01, 10, 1a, etc.
b. The word "CONUS" to specify all points within the continental United States that are not otherwise identified within a zone.
c. The word "WORLD" to specify all points outside the continental United States that are not otherwise identified within a zone.

Segment:	**N2** Additional Name Information	
Position:	320	
Loop:	N1	Optional (Must Use)
Level:	Heading:	
Usage:	Optional	
Max Use:	2	
Purpose:	To specify additional names or those longer than 35 characters in length	
Syntax Notes:		
Semantic Notes:		
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	N201	93	Name	M	AN 1/60
			Free-form name		
	N202	93	Name	O	AN 1/60
			Free-form name		

	Segment:	**N3** **Address Information**
	Position:	330
	Loop:	N1 Optional (Must Use)
	Level:	Heading:
	Usage:	Optional
	Max Use:	2
	Purpose:	To specify the location of the named party
	Syntax Notes:	
	Semantic Notes:	
	Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**N301**	**166**	**Address Information**	**M**	**AN 1/55**
			Address information		
	N302	**166**	**Address Information**	**O**	**AN 1/55**
			Address information		

Segment:	**N4** Geographic Location
Position:	340
Loop:	N1 Optional (Must Use)
Level:	Heading:
Usage:	Optional
Max Use:	>1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
	2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	When N101 is code DZ and N104 does not cite the words "CONUS" or "WORLD", this segment may by used to identify locations within a delivery zone and the FOB point if it varies by delivery zone or locations within a delivery zone.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes	
N401	**19**	**City Name**	**O**	**AN 2/30**
		Free-form text for city name		
		When the address is a military overseas post office, cite APO or FPO as appropriate to identify an Army Post Office (APO) or Fleet Post Office (FPO).		
N402	**156**	**State or Province Code**	**O**	**ID 2/2**
		Code (Standard State/Province) as defined by appropriate government agency		
		Use codes AA (Armed Forces Americas), AE (Armed Forces Europe), or AP (Armed Forces Pacific) as appropriate for the military overseas post office.		
N403	**116**	**Postal Code**	**O**	**ID 3/15**
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)		
N404	**26**	**Country Code**	**O**	**ID 2/3**
		Code identifying the country		
		Cite the two position ISO 3166 country code.		

Segment:	**REF** Reference Identification	
Position:	350	
Loop:	N1 Optional (Must Use)	
Level:	Heading:	
Usage:	Optional	
Max Use:	12	
Purpose:	To specify identifying information	
Syntax Notes:	1 At least one of REF02 or REF03 is required.	
	2 If either C04003 or C04004 is present, then the other is required.	
	3 If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1 REF04 contains data relating to the value cited in REF02.	
Comments:		
Notes:	Use in conjunction with the 1/N1/3`0 segment, N101 code SE, to identify major subdivisions and lower levels within the selling party's organization.	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	**REF01**	**128**	**Reference Identification Qualifier** Code qualifying the Reference Identification	**M ID 2/3**

	19	Division Identifier
		Use to indicate the major subdivision name of the organization identified in N101. For example, School of Engineering or Adhesive Products Division. Cite the name in REF03.
	DP	Department Number
		Use to indicate the department, service, laboratory, or equivalent level within the major subdivision name (code 19) of the organization. For example, Department of Industrial Engineering or Sales Department. Cite the name in REF03.

	Ref. Des.	Data Element	Name	Attributes
	REF02	**127**	**Reference Identification** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	**X AN 1/30**
	REF03	**352**	**Description** A free-form description to clarify the related data elements and their content	**X AN 1/80**

Segment:	**PER** Administrative Communications Contact	
Position:	360	
Loop:	N1 Optional (Must Use)	
Level:	Heading:	
Usage:	Optional	
Max Use:	>1	
Purpose:	To identify a person or office to whom administrative communications should be directed	
Syntax Notes:	**1** If either PER03 or PER04 is present, then the other is required.	
	2 If either PER05 or PER06 is present, then the other is required.	
	3 If either PER07 or PER08 is present, then the other is required.	
Semantic Notes:		
Comments:		
Notes:	Use this segment to provide communications contacts associated with the entities cited in the same N1 loop.	

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use **PER01**	**366**	**Contact Function Code**	**M ID 2/2**

Code identifying the major duty or responsibility of the person or group named

Use to identify the various individuals who can be contacted regarding specific areas of this award instrument.

AC	Administrative Contracting Officer	

Use in conjunction with 1/N1/310 code C4.

AV	Advisor

Use in conjunction with 1/N1/310 code KG to indicate the Government technical representative who will work with the contractor on basic R&D efforts in a particular science area.

BD	Buyer Name or Department

1. Includes Grants Management Specialists.

2. Use in conjunction with 1/N1/310 code BY

CD	Contract Contact

Use in conjunction with 1/N1/310 code 7D to indicate a Contracting Officer's Representative.

IC	Information Contact

Use in conjunction with an applicable 1/N1/310 code to indicate an information point of contact when no other code applies.

PC	Purchasing Contracting Officer (PCO)

Person to whom a warrant has been issued authorizing that person to obligate funds on behalf of the government

1. Includes Grants/Contract Project Officer.

2. Use in conjunction with 1/N1/310 code BY.

PP	Program Manager

1. Includes Grants Project Officer

2. Use in conjunction with 1/N1/310 code KG

SI	Investigator

Use in conjunction with 1/N1/310 codes 9P or SE to indicate the party designated as the principal or co-principal investigator. Use PER09 to distinquish the PI from the Co-PI.

PER02	93	Name	O AN 1/60

Free-form name

Use to identify the name of a point of contact. Last name, followed by first name, is preferred. If the whole name is longer than 35 characters, the use of initials for the first name is recommended. PER09 may be used to cite the party's title or role.

PER03   365   Communication Number Qualifier   X   ID 2/2

Code identifying the type of communication number

TE   Telephone

PER04   364   Communication Number   X   AN 1/80

Complete communications number including country or area code when applicable

The telephone number shall be transmitted as a continuous number with no extraneous characters. Include the country code and area code. If an extension applies to the telephone number, concatenate the letter X plus the extension at the end of the number, e.g., 17035551212X123.

PER05   365   Communication Number Qualifier   X   ID 2/2

Code identifying the type of communication number

FX   Facsimile

PER06   364   Communication Number   X   AN 1/80

Complete communications number including country or area code when applicable

The fax number shall be transmitted as a continuous number with no extraneous characters. Include the country code and area code.

PER07   365   Communication Number Qualifier   X   ID 2/2

Code identifying the type of communication number

EM   Electronic Mail

PER08   364   Communication Number   X   AN 1/80

Complete communications number including country or area code when applicable

PER09   443   Contact Inquiry Reference   O   AN 1/20

Additional reference number or description to clarify a contact number

Use, if necessary, to provide the title of the party cited in PER02.

Segment:	**LM** Code Source Information
Position:	430
Loop:	LM Optional
Level:	Heading:
Usage:	Optional
Max Use:	1
Purpose:	To transmit standard code list identification information
Syntax Notes:	
Semantic Notes:	
Comments:	1 LM02 identifies the applicable industry code list source information.
Notes:	1. Use this loop to provide data that cannot be conveyed in other segments within the header of this transaction set and which apply to the entire award instrument. For example Federal Procurement Data System information such as type of business codes, field contract administration office data, and special contract conditions.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	LM01	559	**Agency Qualifier Code**	M	ID 2/2
			Code identifying the agency assigning the code values		
			FG Federal Government		
	LM02	822	**Source Subqualifier**	O	AN 1/15
			A reference that indicates the table or text maintained by the Source Qualifier		
			Use to identify the code list that contains the code cited in LQ02, e.g., FP1. Code lists maintained by the Federal Procurement Functional Work Group are contained in the Federal EDI Coding Manual and may be found at URL: http://snad.ncsl.nist.gov/fededi.		

Segment:	**LQ** Industry Code	
Position:	440	
Loop:	LM	Optional
Level:	Heading:	
Usage:	Mandatory	
Max Use:	>1	
Purpose:	Code to transmit standard industry codes	
Syntax Notes:	1 If LQ01 is present, then LQ02 is required.	
Semantic Notes:		
Comments:		

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
LQ01	**1270**	**Code List Qualifier Code**	**O ID 1/3**
		Code identifying a specific industry code list	
		ZZ Mutually Defined	
		Use to indicate that a code list is identified in LM02.	
LQ02	**1271**	**Industry Code**	**X AN 1/30**
		Code indicating a code from a specific industry code list	
		Use to cite a code from the code list identified in LM02, e.g., the contractor's type of business in accordance with the Federal Procurement Data System, using the Business Type codes contained in Federal Procurement Code List 1 (FP1).	

Segment:	**PO1** Baseline Item Data
Position:	010
Loop:	PO1 Mandatory
Level:	Detail:
Usage:	Mandatory
Max Use:	1
Purpose:	To specify basic and most frequently used line item data

Syntax Notes:		
	1	If PO103 is present, then PO102 is required.
	2	If PO105 is present, then PO104 is required.
	3	If either PO106 or PO107 is present, then the other is required.
	4	If either PO108 or PO109 is present, then the other is required.
	5	If either PO110 or PO111 is present, then the other is required.
	6	If either PO112 or PO113 is present, then the other is required.
	7	If either PO114 or PO115 is present, then the other is required.
	8	If either PO116 or PO117 is present, then the other is required.
	9	If either PO118 or PO119 is present, then the other is required.
	10	If either PO120 or PO121 is present, then the other is required.
	11	If either PO122 or PO123 is present, then the other is required.
	12	If either PO124 or PO125 is present, then the other is required.

Semantic Notes:

Comments:		
	1	See the Data Element Dictionary for a complete list of IDs.
	2	PO101 is the line item identification.
	3	PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

Notes:
1. Use this PO1 loop to identify all information applicable to the line item or service being awarded. Also use PO1 and 2/DTM/210 to convey OPTION amount (P0104) and periods (2/DTM/210). In PO101, cite the first option as "OPTION1", the second as "OPTION2" and so on.

2. In those rare instances where Table 2 information is not required, e.g., if an Agreement has no detail information, only PO101 is required to be transmitted. In that instance, cite the word "NONE" in PO101

Data Element Summary

Ref. Des.	Data Element	Name	Attributes	
PO101	**350**	**Assigned Identification**	**O**	**AN 1/20**
		Alphanumeric characters assigned for differentiation within a transaction set		
		1. Use to identify the Contract Line Item Number (CLIN), the Sub Contract Line Item Number (SUBCLIN), or the Exhibit Line Item Number (ELIN), if one is assigned.		
		2. If Table 2 data is not required, Cite the word "NONE".		
PO104	**212**	**Unit Price**	**X**	**R 1/17**
		Price per unit of product, service, commodity, etc.		
		1. For IDC and similar award instruments that include zone pricing, this data element shall not be used. The unit price applicable to the individual zone shall be cited in the CTP segment.		
PO105	**639**	**Basis of Unit Price Code**	**O**	**ID 2/2**
		Code identifying the type of unit price for an item		
		ES Estimated		
		Use in conjunction with P01 cited as "OPTION" to indicate an estimated future amount.		

Segment: **DTM** Date/Time Reference

Position:	210	
Loop:	PO1	Mandatory
Level:	Detail:	
Usage:	Optional	
Max Use:	10	
Purpose:	To specify pertinent dates and times	
Syntax Notes:	1	At least one of DTM02 DTM03 or DTM05 is required.
	2	If DTM04 is present, then DTM03 is required.
	3	If either DTM05 or DTM06 is present, then the other is required.
Semantic Notes:		
Comments:		
Notes:	Use this segment to provide actual dates applicable to the line item.	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**DTM01**	**374**	**Date/Time Qualifier**	**M**	**ID 3/3**

Code specifying type of date or time, or both date and time

641   Option

Use with DTM02 to indicate the last date for the exercise of an option or with DTM05/06 to indicate the period during which the option may be exercised.

	DTM02	**373**	**Date**	**X**	**DT 8/8**

Date expressed as CCYYMMDD

	DTM05	**1250**	**Date Time Period Format Qualifier**	**X**	**ID 2/3**

Code indicating the date format, time format, or date and time format

RD8   Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD

A range of dates expressed in the format CCYYMMDD-CCYYMMDD where CCYY is the numerical expression of the century CC and year YY, MM is the numerical expression of the month within the year, and DD is the numerical expression of the day within the year; the first occurrence of CCYYMMDD is the beginning date and the second occurrence is the ending date

Use in conjuction with DTM01 code 641.

	DTM06	**1251**	**Date Time Period**	**X**	**AN 1/35**

Expression of a date, a time, or range of dates, times or dates and times

Segment:	**CTT** **Transaction Totals**	
Position:	010	
Loop:	CTT	Optional
Level:	Summary:	
Usage:	Optional	
Max Use:	1	
Purpose:	To transmit a hash total for a specific element in the transaction set	
Syntax Notes:	**1** If either CTT03 or CTT04 is present, then the other is required.	
	2 If either CTT05 or CTT06 is present, then the other is required.	
Semantic Notes:		
Comments:	**1** This segment is intended to provide hash totals to validate transaction completeness and correctness.	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	CTT01	354	**Number of Line Items**	M N0 1/6
			Total number of line items in the transaction set	
			Use to identify the total number of PO1 segments contained in this transaction set.	

Segment:	**AMT** Monetary Amount	
Position:	020	
Loop:	CTT Optional	
Level:	Summary:	
Usage:	Optional	
Max Use:	1	
Purpose:	To indicate the total monetary amount	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	Use this segment to specify the total value of the award instrument.	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	AMT01	522	**Amount Qualifier Code**	M ID 1/3
			Code to qualify amount	
			TY Total at Complete	
			Use to indicate the total value of the award instrument when it is incrementally funded. For grants, include the total committed for the project period.	
Must Use	AMT02	782	**Monetary Amount**	M R 1/18
			Monetary amount	

Segment:	**SE** **Transaction Set Trailer**
Position:	030
Loop:	
Level:	Summary:
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:	
Semantic Notes:	
Comments:	1 SE is the last segment of each transaction set.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	SE01	96	**Number of Included Segments**	M	N0 1/10
			Total number of segments included in a transaction set including ST and SE segments		
Must Use	SE02	329	**Transaction Set Control Number**	M	AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		
			Enter the same number as the one carried in ST02.		